

**JOB VACANCY NOTICE**

**In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title**

<b>CIVIL SERVICE TITLE:</b> Motor Vehicle Operator	<b>TITLE CODE NO.:</b> 91212
<b>OFFICE TITLE:</b> Motor Vehicle Operator	<b>SALARY:</b> \$33,695 to \$42,095 (Annual)
<b>DIVISION/WORK UNIT:</b> Administrative Services	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS</b> 40 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Motor Vehicle Operator duties will include but are not limited to;

- Operate motor vehicles such as passenger cars or vans and may be required to drive employees and materials and supplies to and from work locations
- Act as a chauffeur to the Commissioner and/or a City Official
- Prepare trip records and be responsible for reports of any accidents while using the Agency vehicle
- Assist in loading and unloading of materials, equipment, and passengers
- Uses search engines to map out best routes/trips in advance
- Keeping car clean by taking to car wash for cleaning and detailing
- Reporting vehicle issues to supervisor (repairs, theft, vandalism, inspections)
- May be required to change tires or wheels, if necessary
- Taking car to mechanic, as needed
- When not driving, will be required to perform additional duties such as answering phones and delivering mail and/or small packages
- Will assist in the Reproduction and Mail room
- May be required to work evenings, Saturdays, Sundays and holidays

**PREFERRED SKILLS:**

- Good communication skills
- Knowledge of the major routes and highways of the five boroughs preferred
- Candidate must be able to read a road map/google/mapquest/yahoo directions

**MINIMUM QUALIFICATIONS:**

There are no formal education or experience requirements. Candidates will be required to undergo a medical examination.

**License Requirements**

- A. Possession of a Motor Vehicle Driver License valid in the State of New York at the time of appointment.
- B. For appointment to certain positions in some agencies, possession of a Class A, B or C Commercial Driver License valid in the State of New York, or a combination of these licenses, or possession of a valid New York State Learner's Permit for a Class A, B or C Commercial Driver License, may be required. A candidate with a Learner's Permit must obtain the appropriate driver license within three months from the date of appointment.
- C. History of serious moving violations, license suspension or serious accidents may disqualify for appointment. Employees must maintain the appropriate driver license(s) for the duration of their employment.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.  
 <<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>  
 Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:

**Search for the Job ID  
#134176**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
 Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.  
 SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER  
 CONSIDERATION WILL BE CONTACTED.

**\*If you do not have access to a personal computer, please visit your local public library\***

<b>POST DATE: 10/28/2013</b>	<b>POST UNTIL: Filled</b>	<b>JVN #: 134176</b>
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**The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.**